

U.S. MISSION PAKISTAN – EMBASSY ISLAMABAD
VACANCY ANNOUNCEMENT NO. 13-90

OPEN TO: In-House Applicants Only
TITLE: AID Project Management Assistant
Position No: 80170-003
GRADE: FSN-9 (Rs. 1,222,464 P.A. to Rs. 2,271,353 P.A.)

OPENING DATE: May 31, 2013
CLOSING DATE: June 13, 2013
LOCATION: ISLAMABAD
AGENCY: USAID

*Final salary determination for the selected candidate will be based on the candidate's demonstrated (certified) salary history.

NOTE: ALL ORDINARILY RESIDENT APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The United State Agency for International Development (USAID/Pakistan) is seeking an individual for the position of AID Project Management Assistant in the Office of Economic Growth and Agriculture (EGA).

BRIEF DESCRIPTION OF DUTIES:

The incumbent will provide support to the EGA team in technical, monitoring and evaluation, finance/budget, project management and backstopping of other staff serving as project managers. The incumbent will work to ensure the smooth development, management, evaluation and reporting of new and current activities, as both Contracting office Representative (COR) or Agreement Office Representative (AOR) and in a backstopping role for other staff members serving in such positions. The incumbent will draft financial and technical documentation; provide COR/AOR/Program Manager oversight and/or activity manager oversight for one or more activities; participate in monitoring and evaluating on-going programs; and gather information for performance reports, briefing papers, concept papers, and other periodic documentation; and assist visiting USAID and USG officials in meetings, field trips, and discussions with GOP officials, partner organizations, and others.

QUALIFICATION REQUIRED:

EDUCATION: Completion of a bachelor degree (minimum of fourteen years of education) in Economics, Business or related field from an accredited institution is required.

EXPERIENCE: A minimum of three years of progressively responsible experience in financial planning, program planning, project management, and monitoring and evaluation in the context of development assistance with an international or donor organization, or equivalent work with a private or host-government entity is required. Required experience should include collection, analysis, evaluation of budget and performance data, and presentation of information.

LANGUAGE: Level IV English (fluent) Reading/Writing/Speaking in English and Urdu is required. Language skills may be tested during the recruitment process.

KNOWLEDGE: Knowledge and understanding of host-country historic, economic, social, cultural, and political characteristics and an understanding of the general level of development in the region is required. This position requires a thorough knowledge, or the ability to quickly gain such knowledge, of programming policies, regulations, procedures, and documentation; and the objectives, methodology, and status of the projects assigned. Must have knowledge of the objectives and operations of the organization, or the program activities of other international donor organizations. Basic accounting, budget management and monitoring & evaluation techniques are also required.

ABILITIES & SKILLS: Incumbent must have the ability to work in a multi-cultural environment. Must be able to effectively communicate and maintain necessary contacts with government, donor, NGOs and other officials. Excellent organizational skills and ability to perform under pressure is required. Incumbent must have a strong desire to learn and adjust to the demands of the job. Incumbent must possess a good understanding of budgetary processes, financial reporting requirements, project management, and monitoring & evaluation procedures. Ability to compile, track and analyze performance and financial data is required. Incumbent must be computer literate with expertise in word processing, spreadsheet, database, and presentation programs, and be able to manipulate and present a variety of data to

many different types of audiences. Must have an understanding of office management techniques, superior organizational skills, the ability to communicate clearly, the ability to meet the public, and to take action without supervision. Must have a sound understanding of budget analysis, monitoring and evaluation, customer service skills, the ability to effectively multi-task and to exercise initiative and sound judgment to take required actions.

ADDITIONAL SELECTION CRITERIA:

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Current employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
4. Applicants for the position must meet the **required** qualifications as advertised in the vacancy announcement.
5. Current employees who have voluntarily reassigned/promoted from one position to another are not eligible to apply within **six months** from the effective date of the reassignment/promotion.
6. Current employees who have received any job related training are not eligible to apply in another section/agency within **six months** from the effective date of the training.
7. Candidates need to indicate on the Application for Employment if any family member is working in the U.S. Mission, Pakistan and, if so, in which section they are employed.
8. U. S. Mission Pakistan will not bear any travel expenses for testing, interviews, pre-employment clearances (if selected) or relocation for joining.

TO APPLY:

Interested applicants must submit their duly completed [DS-174](#) (Application for Employment as LE Staff). Applications should be forwarded on the following email/mailling address. Applicants should clearly mark the position title and/or vacancy announcement number they are applying for on the envelope. Applications can also be submitted by email at FSNIslamabad@usaid.gov. While submitting through email, the Vacancy Announcement Number (e.g. 13-90) must be mentioned in the subject line.

Human Resources Unit, Executive Office, USAID/Pakistan
U.S. Embassy, Diplomatic Enclave, Islamabad

Applications received after the closing date and incomplete applications will not be considered. Applications not submitted on the prescribed application form and on the given email/mailling address will not be considered. Only short listed candidates will be contacted for their test/interview. To see all advertised positions, please visit Embassy website http://islamabad.usembassy.gov/employment_opportunities.html.

DEFINITIONS:

1. Ordinarily Resident (OR): A citizen of the host country or a citizen of another country who has the required work and/or residency permit for employment in country.
2. Not-Ordinarily Resident (NOR): Typically NORs are U.S. citizen EFM's (Eligible Family Members) and family members of United States Government personnel who are on the travel orders and under Chief of Mission authority, or other personnel having diplomatic privileges and immunities.

CLOSING DATE FOR THIS POSITION: June 13, 2013

U. S. Mission, Pakistan is an equal opportunity employer. All applicants will receive consideration without regard to race, color, religion, gender, national origin, disability, age, sexual orientation, social status, or political ideologies/affiliation.